

245.90

Voter Registration

Introduction

This policy explains the voter registration procedures required under the National Voter Registration Act of 1993.

Policy

All new applicants being certified for WIC services, participants who report an address change and participants applying for recertification must be offered the opportunity to register to vote.

Determining eligibility to register

The applicant, not the WIC agency, is responsible for determining the applicant's eligibility to register to vote. The agency must accept a registration application even if it is submitted by an applicant the agency believes is ineligible to register to vote.

Procedure

The table below describes the procedure at each certification appointment.

Step	Action
1	Ask the question found on the Voter Registration panel in the WIC data system and record the participant/parent/guardian's response: "Are you registered to vote where you currently live?"
2	Document electronically whether a copy of the Voter Registration Information brochure was completed.
3	Offer assistance in completing the form as appropriate.
4	Send only the section of the brochure with the completed application to the county auditor following normal procedure. <u>Note:</u> Send the entire completed section to the right of the dotted line of the application. The (03) at the bottom of the form must be received by the auditor's office to appropriately track applications.

Note: The two data fields on the Voter Registration tab are required to successfully certify a participant.

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Assistance with application form

Applicants must receive the same assistance in completing the Voter Registration Application as they would receive in filling out the Health Services Application. The WIC agency is responsible for ensuring that the form is completely filled out.

Required information

The following information must be on all voter registration applications (if the applicant chooses to register to vote).

- Qualifications checkboxes
- ID Number (see instructions on form)
- Date of birth,
- Gender,
- Full name,
- Address where the applicant lives,
- Signature of applicant, and
- Date signed.

Required if applicable

Mailing address if different from home address

- Previous registration information
- Homeless applicants describe place where they regularly return to

Optional information

The following information is optional to include on voter registration applications.

- Party affiliation,
- Telephone number
- Email

Mid-certification address changes

Offer participants the opportunity to register to vote when they notify the agency of an address change.

- If the participant notifies the agency in person, follow the steps on page 1.
- If the participant notifies the agency by telephone,
 - Ask the question and offer to mail a brochure if they would like to register, or
 - Write an alert in the WIC data system to follow-up with the voter registration documentation at the participant/parent/guardian's next WIC appointment.

Declinations

An agency must receive a signed declination form from every applicant when they are asked if they would like to register to vote.

- Check yes or no on the form,
- Then have the applicant sign, print and date the form.

Document retention

Declination forms are confidential records and must be kept in a secure location until 22 months after the next general election. A local agency may file them by date or scan the signed declination form into the participant record in the WIC MIS.

Date declination	Election date	Earliest date to destroy
10/30/16 – 10/27/18	11/06/18	9/06/20
10/28/18 – 10/24/20	11/3/20	9/3/22
10/25/20 – 10/29/22	11/8/22	9/8/24

Handling completed applications

Send all completed Voter Registration Applications to the county auditor no later than 5 p.m. the Friday of the week the forms were completed.

Ordering brochures

Order Voter Registration brochures from the ISU Distribution Center. See Policy 340.15 for information on ordering.